LSP Portal File Transfer Area

Procedures for uploading and
posting files to the transfer area

KSC LS PORTAL

PORTAL   REGISTER

NASA

10/25/2004

Login

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LOGIN

Payload Customer Information

Info   KSC Launch Services Payload Planner's Guide
Info   Launch Services Connections Newsletter
Info   Launch Services Mission Analysis Performance Tools

Frequently Used Products

Info   Frequently Used Products
Info   Launch Services Certificate
Info   Delta Schedules - Miscellaneous Info
Info   Launch Services Links

LSP Mission Documentation

Info   AIM
Info   Aquarius
Info   CALIPSO / CloudSat
Info   DART
Info   DAWN
Info   Deep Impact
Info   GLAST
Info   GOES-N
Info   Heavy Lift Launch Study
Info   JIMO

Launch Services Program

Info   Export Control
Info   Launch Services Program Office Information
Info   Launch Services Program OSP
Info   LSMS
Info   Launch Services Program Information Technology

Launch Director's Office

Info   Launch Director's Office Schedules

Office of the Chief Engineer

Info   ERBIS Engineering Review Board Information System
Info   OCE Frequently Used Products

Mission Management Office

Login to the Web Portal

News

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KSC LS PORTAL

PORTAL   PROFILE   TOOLS

Welcome, **Milton Draves**, to the Launch Services Portal.

11/15/2004

Favorites

Click below for direct access to your favorite links:

ELVIS Quality System
ELVIS Documentation
delete

Launch Services Mission Management Office Info/Links
delete

Logout

Payload Customer Information

Info | Init | Mgr KSC Launch Services Payload Planner's Guide

Info Launch Services Connections Newsletter

Info Launch Services Mission Analysis Performance Tools

Frequently Used Products

Info | Init | Mgr Frequently Used Products

Info Launch Services Phonelist

Info Launch Services Certificate

Info SHMA Unsafe Conditions

Info | Init | Mgr Delta Schedules - Miscellaneous Info

Info Launch Services Links

Info ELVIS ROCS

LSP Mission Documentation

Info | Init | Mgr AIM

Info | Init | Mgr Aquarius

Info | Init | Mgr CALIPSO / CloudSat

Info DARPA FALCON

Info | Init | Mgr DART

Info | Init | Mgr DAWN

Info | Init | Mgr Deep Impact

Launch Services Program

Info | Init | Mgr Export Control

Info Launch Services Program Office Information

Info Launch Services Program OSP

Info LSMS

Info Launch Services Program Information Technology

Click on the Mgr button to open the window for updating

Launch Director's Office

Info | Init | Mgr Launch Director's Office Schedules

Office of the Chief Engineer

Info ERBIS Engineering Review Board Information System

Info OCE Frequently Used Products

News

Week of 11/15 Activities

SWIFT LMCM/Dress Rehearsal on 11/15
SWIFT LRR on 11/16
SWIFT Launch Date on 11/17

SWIFT Mission Activities

Saturday, Nov. 13 NASA Flight Readiness Review, 9:00 a.m. (EST) O&C Building, Mission Briefing Room

Monday, Nov. 15 Launch Management Coordination Meeting, 8:30 a.m. (EST), E&O Building, Conference Room 1118

Monday, Nov. 15 Mission Dress Rehearsal, 10:00 a.m. (EST) operational areas.

Tuesday, Nov. 16 NASA Launch Readiness Review, followed by signing of Flight Readiness Certificate, 9:00 a.m. (EST), E&L Building, Conference Room 1525

Tuesday, Nov. 16 1:00 p.m., Pre-launch Press Conference, KSC News Center

Wed., Nov. 17 Launch 12:09 p.m. (EST) (Launch window - 12:09 p.m. to 1:09 p.m. (EST)

ksc elv
PORTAL

SITE MANAGER

template

title

main menu

sections

footer

content

publish

Welcome to Site Manager.

Once the initial parameters of a new site have been created using the Site Initializer, the Site Manager is used to build the site from layout to navigation to populating content to publishing.

There are 7 steps to create a site for the first time.
These sections correspond to the buttons on the right hand side menu.
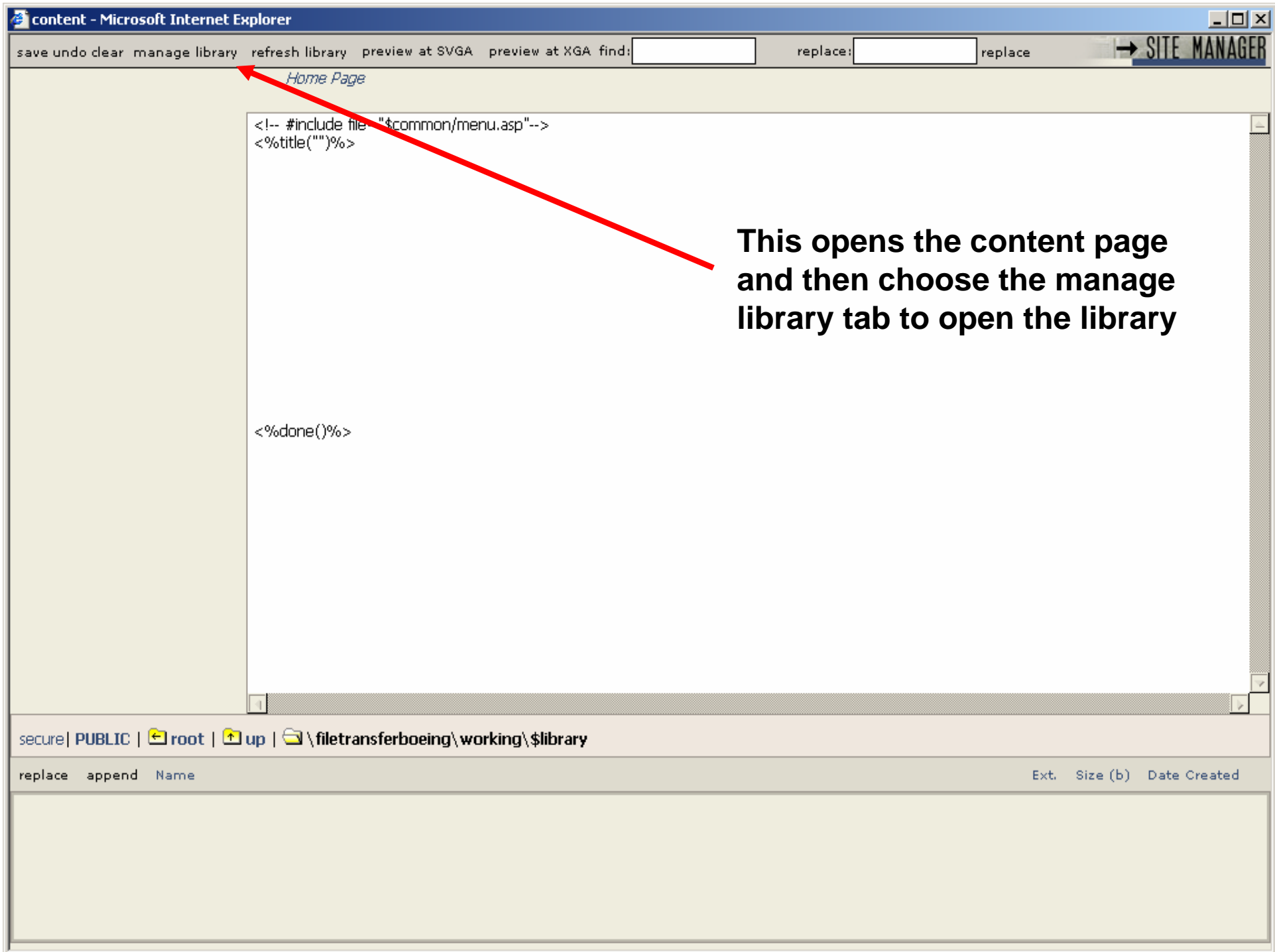Each section must be done in order and completed before you can move to the next section.

They are:

1) Template
2) Title
3) Main Menu
4) Sections
5) Footer
6) Content
7) Publish

After a site has been created Site Manager can be revisited to update the menus, sections, footers, and content.
To enable changes and bring them to a live status use the Publish function.

Choose the content button

save undo clear manage library   refresh library   preview at SVGA   preview at XGA find: [   ]   replace: [   ] replace

→ SITE MANAGER

Home Page

```
<!-- #include file "$common/menu.asp"-->
<%title("")%>




<%done()%>
```

This opens the content page and then choose the manage library tab to open the library

secure| **PUBLIC** | ⬅ **root** | ⬆ **up** | 🗀 \filetransferboeing\working\$library

replace   append   Name   Ext.   Size (b)   Date Created

Library / Upload

SECURE | public | ⬅ root | ⬆ up | 🗁 /filetransferboeing/working/$library

Drag files into the window or select files with the select button. To upload files into the library, click the upload button.

Name	Thumbnail	Ext.	Size (b)	Date Created

[Create New Folder]

Files (1)	Siz...
📄 C:\Documents and Setti...	8,3...

[Delete Checked Files and Folders]

The file will then be loaded into the Files area.

Note that multiple files from multiple directories can be uploaded at the same time

[File] [Folder]

[Remove] [Remove All]

[Upload]

Click on the Upload button when all files are ready and the file(s) will be transferred into the library
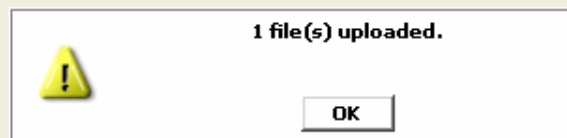
Library / Upload

SECURE | public | 🔙 root | 🔼 up | 🗀 /filetransferboeing/working/$library

Drag files into the window or select files with the select button. To upload files into the library, click the upload button.
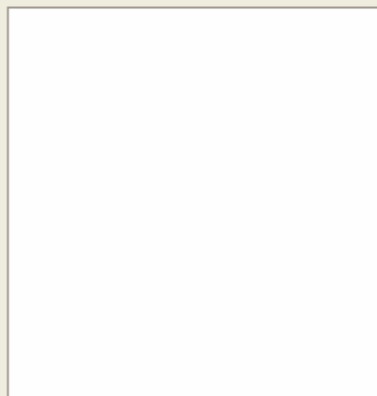
Name	Thumbnail	Ext.	Size (b)	Date Created
☐ TEST.pdf		pdf	83?0	10/25/2004 10:11:12 AM

[   ] Create New Folder

Delete Checked Files and Folders

File	Folder

Remove	Remove All

Upload

⚠ **1 file(s) uploaded.**

OK

Click on OK

The file(s) have been loaded and this window can be closed.
This will return you to the contents page.

For Reference there is a delete files option located on this screen for removing files also

save undo clear manage library refresh library preview at SVGA preview at XGA find: replace: replace → SITE MANAGER

Home Page

```
<!-- #include file="$common/menu.asp"-->
<%title("")%>




<%done()%>


<a href="<%securefile("TEST.pdf")%>">TEST.pdf</a>
```

To bring the new file into the portal site click on the SECURE link

Then choose the up arrow located on the append tab.

This will place the file with it's respective html coding into the portal site area

SECURE| public | root | up | \filetransferboeing\working\$library

replace append Name Ext. Size (b) Date Created

TEST.pdf pdf 8320 10/25/2004 10:11:12 AM

content - Microsoft Internet Explorer

save undo clear   manage library   refresh library   preview at SVGA   preview at XGA   find: [   ]   replace: [   ] replace   → SITE MANAGER

Home Page

```
<!-- #include file="$common/menu.asp"-->
<%title("")%>




<a href="<%securefile("TEST.pdf")%>">TEST.pdf</a>




<%done()%>
```

Cut the html associated text from the bottom of the page and paste it above the <%done()%> html information

Choose Save to complete the page update.

Note that should a link need to be removed from the site just delete the html text associated with that link, then save.

SECURE| public | ⬅ root | ⬆ up | 🗁 \filetransferboeing\working\$library

replace   append   Name   Ext.   Size (b)   Date Created

↺   ↑   TEST.pdf   pdf   8320   10/25/2004
                                                                                                            10:11:12 AM

save undo clear manage library   refresh library   preview at SVGA preview at XGA find: [   ]   replace: [   ] replace → SITE MANAGER

Home Page

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<!-- #include file="$common/menu.asp"-->
<%title("")%>




<a href="<%securefile("TEST.pdf")%>">TEST.pdf</a>




<%done()%>
```

To test if the website is correct choose the preview at SVGA tab.

SECURE| public | 🗁 root | 🔼 up | 🗀 \filetransferboeing\working\$library

replace	append	Name		Ext.	Size (b)	Date Created
↺	↑	TEST.pdf		pdf	8320	10/25/2004 10:11:12 AM

content - Microsoft Internet Explorer

save undo clear manage library refresh library preview at SVGA preview at XGA find: replace: replace → SITE MANAGER

Home Page

```
<!-- #include file="$common/menu.asp"-->
<%title("")%>
```

Click on the Site Manager to proceed to the Publish area

Boeing: File Transfer Area - Microsoft Internet Explorer

BOEING

File Transfer Area

TEST.pdf

A new window will open that reflects what is now on your site (Boeing File Transfer Area for this example)
Click on the link to see if the file opens.
If all works as planned, close this window and Publish the web site

ksc elv ▶PORTAL

SECURE| public | ⬅root |

replace append Name

eated

⟲ ↑ TEST.p

5/2004
1:12 AM

Start | Outlo... | KSC ... | E:\EL... | Adob... | Micro... | conte... | Boei... | 10:33 AM

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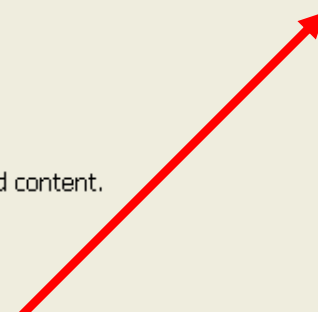
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To enable changes and bring them to a live status use the Publish function.

Click on the Publish button

ksc elv
PORTAL

SITE MANAGER

publish

In order for this site to be changed from an off-line development site to a live one, it needs to be published.

First remove the current version of the site from the Portal database by clicking Delete.
Then click Publish to make your site live.

To review the working site before you publish it:
CLICK HERE

Delete Local

Publish Remote

- template
- title
- main menu
- sections
- footer
- content
- publish

Click on the Delete Local button.

This removes the "old" site information

publish

In order for this site to be changed from an off-line development site to a live one, it needs to be published.

First remove the current version of the site from the Portal database by clicking Delete.
Then click Publish to make your site live.

To review the working site before you publish it:
CLICK HERE

Publish Local

Publish Remote

Click on the OK button, the "old" site information is removed

> The live site was removed.
>
> **OK**

Click on the Publish Local button to have the updated site posted onto the portal

SITE MANAGER

template

title

main menu

sections

footer

content

publish

ksc elv PORTAL

ksc elv
PORTAL

SITE MANAGER

publish

Thank you for your update.

Your site has been published and is now live.

- template
- title
- main menu
- sections
- footer
- content
- publish

This page appears when all information is uploaded and in place
Your updates are complete and the portal information current

Close this window to complete the process